



EMPLOYEE BULLETIN

STAT

EB

2 March 1979

ENERGY CONSERVATION

1. Responding to the world cutback in oil production resulting from the Iranian situation, the President has directed additional conservation measures to reduce energy use by the Federal Government.

2. Thermostats in all Federally owned and operated buildings are to be set at 65° F during the day and 55° F at night. The General Services Administration has already reset thermostats in the Headquarters Building. Some variations in temperature may be experienced because of the large and complex systems within Headquarters Building. Problems should be directed to the Headquarters Engineering Branch on extension STAT

3. In addition, the President has directed reduction of electrical use, particularly lighting; reduction of petroleum use by combining and reducing the number of vehicular trips; and reduction of research and experimental activity requiring high energy usage.

4. As Agency employees we can contribute individually to this effort by making use of carpools and mass transit. We should turn out unnecessary lighting wherever possible, wear warm clothing to offset lowered temperatures, and be alert to energy saving suggestions in home and office areas.

DISTRIBUTION: ALL EMPLOYEES (1-6)